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1. REFERENCES:

AR 190-11, Physical Security of Arms, Ammunition and Explosives, dated 12 Sep 98  
AR 190-51, Security of Unclassified Army Property, dated 30 Sep 93  
AR 190-13, The Army Physical Security Program, dated 30 Sep 93  
FH Reg 190-3, Administration and Management of Physical Security, dated 1 Sep 02

2. PURPOSE: To prescribe policies and procedures for the control of keys and locks within the Fires Brigade, and to define the responsibilities of personnel under the key control program. The guidelines set forth in this SOP pertain to all keys and locks which are used to secure MTOE equipment, real property, and individual military equipment.

3. OBJECTIVE: To maintain property accountability for all keys and locks within the Fires Brigade.

4. RESPONSIBILITIES:

a. **Command.** Commanders are responsible for ensuring that all government and personal equipment is protected from theft, vandalism, and pilferage. Application of sound key control procedures will enhance unit mission accomplishment as well as unit and individual welfare. Commanders will appoint a Physical Security Officer and/or a Key Control Officer (E-6 or above) with alternates (E-5 or above). The PSO/KCO performs the following duties, which are recorded using the informal memorandum format.

(1) Authorizes the use of brass locks for non-sensitive/low dollar items.

(2) Publishes a unit Key Control SOP, updated annually, and reviewed and approved by both the FIRES BRIGADE S-2 and III CORPS PMO. Commanders are authorized to adopt this document as his unit's Key Control SOP.

(3) The decision to issue keys for personal retention rests with the Commander, or Key Control Officer, and is based on whether or not daily turn-in clearly jeopardizes mission readiness, or seriously impedes operational efficiency.

(4) Appoints a Unit Seal Custodian in writing.

b. **Key Control Coordinator (KCC):** The Fires Brigade/Battalion S2 NCOIC will be designated as the Key Control Coordinator of the Fires Brigade/Battalion. KCC responsibilities include:

(1) Requires the appointment of Key Control Officer (KCO) and alternate within each battery of the Battalion or Sep Btry/Co. KCO's are appointed by the appropriate battery/company commander. Appointments must be made on a memorandum, and a copy will be provided to both the S-2 and KCC.

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(2) Provides overall supervision of the Key Control Program and maintains liaison with each KCO within the organization.

(3) Requires that the battalion S2 sign for and secure all alternate key boxes containing alternate keys to AA&E storage facilities. The Fires Brigade S-2 signs for Separate Btry/Co alternate key boxes.

c. The KCO duties will include, but are not limited to the following:

(1) Supervise the Key Control Program and ensure records are maintained on each custodial area and access rosters are mounted in key boxes IAW FH 190-3 para. c (1). The following records must be maintained by the KCO for each custodial area:

(a) Duty Appointment Orders.

(b) Memorandum For Record from the key custodian stating that the semiannual inventory was conducted, and listing the deficiencies and action taken.

(c) Inventory Only DA form 5513-R.

(d) Access roster posted on the outside of the key depository stating by name, rank, and duty position of the individual who is authorized unaccompanied (i.e. Key Custodian, Alternate Key Custodian, and someone in case of an emergency) to issue keys from the Key Custodian key box (signed by the KCO).

(e) Access roster located in the key depository, stating name, rank, and duty position of the individual who is authorized to sign for keys from the Custodian's key box. Specify keys by key position number (signed by the KCO).

(f) Memorandum (s) For Record concerning any deficiencies that exist in the Key Custodian's area (i.e. For Inventory Only DA form 5513R not maintained for one year, or For Issue Only DA form 5513R not maintained for 90 days).

(g) Master Authorization List (MAL) used by the Real Property Key Custodian, showing the location of all keys during his semiannual inventory. This document must be attached to his For Inventory Only DA form 5513R.

(2) Issues all padlocks with one (the alternate key is maintained by the KCO in his master key box) key to custodians on DA Form 2062 by key serial number. Ensures that custodians likewise maintain accountability of keys by issuing them on Issue Only DA form 5513R (for less than 30 days), or by key serial number on DA Form 2062 (for more than 30

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days). This does not include arms room/AA&E or real property keys. They are issued as follows:

(a) Real property keys are issued by the unit's S-4 directly to the Real Property Key Custodian (the Unit Supply NCO) on DA Form 2062. The KCO will not maintain any alternate keys for real property.

(b) Arms room/AA&E padlocks and all keys are issued from the KCO to the Arms Room Key Custodian/armorer. The KCO will not maintain any alternate keys for arms room/AA&E.

(3) Procures, stores, and safeguards sufficient quantities of padlocks to meet the demands of each custodial area. A maximum of 5% of the total padlocks in use or 50 locks (whichever is less) will be maintained on hand as reserve or backup locks to replace defective or compromised locks. Only the KCO can order/receive locks from supply. Spare locks must be stored in a depository/container with restricted access (i.e. KCO, and alternate KCO) to prevent the Key Control Program for being compromised.

(4) Appoints each individual Key Custodian (duty appointment orders) on a Memorandum as required. Areas normally requiring the appointment of Key Custodians are: Motor pools, supply rooms, NBC rooms, AA&E storage facilities, and Real Property Keys for offices/billets.

(5) Investigates all key/lock losses and damages to determine causes, and establishes preventive measures. Ensures that Reports of Survey, Statements of Charges, and other required actions, are initiated for reimbursement to the government for lost or damaged keys and padlocks.

The following action will be taken if a key is lost.

(a) When real property keys are lost, the person who signed for the key will sign a statement of charges for a new lock and keys.

(b) When a series 200/5200 key is lost, the KCO will use his alternate key to remove lock and issue the custodian responsible for that area another lock and key. The person who signed for the lost key will sign a statement of charges for a replacement key. Once the replacement key is made, the lock will be stored with rest of the KCO's spare locks to be issue at a later date. This will prevent anyone who may have/find the key from knowing the location of the lock and what is being secured by the lock.

(c) When a high security lock key is lost, the person signed for the key will sign a statement of charges for the recoring the lock.

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(d) When a lock is cut, the KCO must determine who is at fault, the person that cut the lock, ordered the lock be cut, or signed out the KCO's master key. A statement of charges will be signed by individual found at fault by the KCO.

(6) Conducts quarterly inspections of all custodial areas to ensure custodians are knowledgeable concerning duties and requirements. An informal memorandum will be prepared to record this inspection. A copy will be forwarded through Bn S-2 to the D/A S-2.

(7) Ensures that custodians turn in all defective and/or compromised padlocks before issuing a replacement lock.

(8) The alternate key to the locked container holding the AA&E keys is maintained by the KCO in a sealed envelope. The custodian's initials and date of sealing will be on the envelope across the seal, and covered with clear tape.

(9) Ensures that single keys issued, on a temporary basis have wooden or metal tags attached to prevent accidental misplacement of keys. These keys will be issued on Issue only DA Form 5513-R.

(10) Issue keys for personal retention (by serial number only **do not** disclose what the key goes to) on DA Form 2062 to individual holders. Inventories and updates the DA Form 2062 semiannually or as required.

(11) Ensures that key depositories weighing less than 500 pounds are properly affixed to the wall.

(12) Ensures that the unit mailroom has one approved secondary padlock in addition to built-in locking devices.

(13) Ensures that the unit does not utilize any master or common keys or keyed locks, other than those authorized by AR 190-51.

(14) Ensures that all key rings are 12 gauge steel and spot welded, or twisted and taped.

(15) Conducts semiannual inventories of the KCO's master key box which contain all the alternate keys, reserve padlocks/keys (except AA&E, and real property) for the unit. Record the semiannual inventory on For Inventory Only DA Form 5513-R, and Memorandum For Record. The following information must be recorded on the For Inventory Only DA Form 5513-R (maintain inventory records for one year):

(a) Draws an "X" through the issue portion of DA Form 5513-R.

(b) Writes "FOR INVENTORY PURPOSE ONLY" on the top of DA Form 5513-R.

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- (c) Key serial number, i.e., 1298H.
- (d) Location of lock (abbreviations are authorized), i.e., HQ 6 OVM.
- (e) Number of keys, i.e., (1),(2),(3),(4), or (5)
- (f) Location of each key (abbreviations are authorized), i.e., PR, MKB, KB.
- (g) Date and sign the inventory portion of the form, after conducting inventory.

(16) Issues alternate keys from the master key box on For Issue Only DA Form 5513-R. The KCO's master key box requires two access rosters (see page E-2, para 3, c, (1), d. and e.). Alternate keys from the master key box should only be issued in emergency situations, and then only to individuals holding the position/rank of PLT SGT and above. The following information must be recorded on the For Issue Only DA Form 5513-R (maintain issue records for 90 days):

- (a) Draws an "X" through the inventory portion of DA Form 5513-R.
- (b) Writes "FOR ISSUE PURPOSE ONLY" on the top of DA Form 5513-R.
- (c) Writes Key serial number, i.e., 1298H, and its purpose.
- (d) In the "Key Number" column of the form, records the key number of the key/keys being issued.
- (e) Records date and time key is issued in the "Date/Time" column of the form.
- (f) Print and sign your name in the "Issued By" column of the form.
- (g) The person receiving the key/keys prints and signs his or her name in the "Issued To" column of the form.
- (h) Once the key is returned, records the date and time. Print and sign your name in the "Turn In" and "Received By" column of the form.

(17) Ensure that keys are marked with only the key serial number, then key manufacturers information. When keys are placed on a tag, the only information that can be placed on the tag is key box position number.

(18) Ensures safe combinations are changed (POC safe repair 287-1989) annually, or when someone on the container unaccompanied access roster for the safe no longer requires access.

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(19) Ensures SF form 700 is filled out on all safe/container equipment with combination locks. The SF form 700 is made up of three different parts (labeled as part 1, 2, and 2A) and is filled out by someone who has unaccompanied access to the safe/container. The following step-by-step instructions explain how the SF form 700 is filled out and utilized:

(a) Part 1 of SF 700 has many functions. It serves as the safe/container access roster (tape inside the safe/container once completed), records the date and by whom the safe/container combination was changed, and shows the highest classification of equipment/document that will be stored in the safe/container (write the classification at the top of the form).

(b) Part 2A of SF 700 is used to record the safe combination and will be secured inside part 2 of SF 700.

(c) Part 2 of SF 700 is an envelope with a carbon copy of part 1 made into the exterior of the envelope. Once part 2A of SF 700 has been secured inside part 2 of SF 700, the envelope/form is sealed. Date and sign across the flap, cover the seal/flap with clear tape so if opened there will be evidence of tampering. If at any time the seal/flap is compromised or opened the safe combination must be changed.

(d) Secure part 2 of SF 700 in the master safe. When the unit only has one safe, part 2 of SF 700 will be stored in the BN/Fires Brigade S-2 safe.

(e) Master safes will secure their part 2 of SF 700 in their BN S-2 safe. The S-2's master safe will secure part 2 of SF 700 at the next higher headquarters S-2/G-2 safe.

(f) Change safe/container combination in the following situations:

(1) At the discretion of the security manager for that lock.

(2) Annually.

(3) Upon reassignment, transfer or other action that removes a person with knowledge of the combination from the unit.

(4) When the combination is compromised or suspected of compromise, or if the safe is found open.

(5) When negative personnel action is taken against a soldier and access is deemed inappropriate.

NOTE: When SF form 700 is used properly, no safe will ever be drilled open because of a forgotten combination. The cost to III CORPS for drilling combinations during deployment to Desert Shield was \$58,000.

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(20) Conduct quarterly Inspections of the Unit Seal Custodian. Inspect the following:

(a) Seal log book (preferably in hard cover) which will reflect:

(b) All seal numbers in the unit, used and unused.

(c) Date and Time applied.

(d) Identification of items to which applied.

(e) Location of item.

(f) Date removed and by whom.

(2) Documentation that all seals are being inventoried monthly.

(3) Unused seals are in a secure location with controlled access.

d. All Key Custodian duties include, but are not limited to, the following:

(1) Maintains all forms and records (see page E-2, para3, c, (1), a. through g.).

(2) Safeguards and accounts for all keys and padlocks issued by the Key Control Officer.

(3) Operates and safeguards the key depository/container for custodial area.

(4) Returns defective, broken and or compromised padlocks to the KCO and obtains replacements, as necessary. Notifies the KCO if anyone loses or breaks a key/lock (see page E-3, para3, c, (5), a. through d.).

(5) Maintains current key access rosters (inside the key depository) signed by the KCO (see page E-2, para3, c, (1), d. and e.).

(6) Issues keys to authorized individuals for periods of 30 days or less on DA Form 5513-R, which then constitutes a sub-hand receipt. Issue keys for over 30 days on DA Form 2062 (see page E-5, para3, c, (16), a. through h.).

(7) Conducts key inventories quarterly, and submits a DA Form 5513-R and a memorandum to the KCO certifying that a 100% inventory was conducted (see page E-4, para3,c,(15),a. through g.).

e. Specific instructions for Key Custodians:

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(1) Supply Key Custodian:

(a) Issues all personal retention billets/barracks/room keys to individuals on DA Form 2062.

(b) Notifies the KCO if anyone loses or breaks a billets/barracks room key (see page E-3, para3,c,(5),a. through d.).

(c) One key for all rooms in the billets/barracks will be secured on a real property master key ring.

(1) The real property master key ring will be made of at least 12 gauge steel, and the key ring will be spot welded or twisted and taped to preclude unauthorized removal of keys.

(2) The real property master key ring will be kept in the real property key custodian's key depository. It may be signed over to the unit 1SG on DA form 2062. When the real property master key ring is maintained in the real property key custodian's key depository, it will be signed out only to PLT SGT and above on the For Issue Only DA form 5513R. If the real property master key ring is signed over to the unit 1SG on DA form 2062, it will be maintained in a secure depository/safe. If the unit 1SG issues the keys out to anyone, the 1SG becomes a key custodian for the real property master key ring, and must perform all key custodian duties, as required by this SOP.

(3) The CQ/ACQ **will not** have uncontrolled access to the real property master key ring. The following procedures will be followed when the unit commander wants the CQ/ACQ to have access to the real property master key ring:

(a) A depository for the real property master key ring will be created. An ammo can made of at least 20-gauge steel, secured with a hasp, and series 200/5200 locks.

(b) Inside the real property master key ring depository will be spare seals, a For Inventory Only DA form 5513R, and the real property master key ring. Lock the depository and seal it. Secure the depository in an area accessible to the CQ/ACQ so it meets the 500-pound rule (i.e. chain to post, bolt to the floor, mount on wall).

(c) Issue the CQ the locked/sealed depository and one key on DA form 2062 (make sure to record seal and key serial number on the DA form 2062).

(d) CQ instructions will state the following, "The oncoming CQ will sign for the locked/sealed depository and one key (by serial number) on DA form 2062. Record the seal and key serial number on the DA form 1594 (CQ log). In an emergency situation, the CQ breaks the seal and use the real property master key ring. When the real property master key ring is



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returned to the depository, one of the spare seals will be used to seal the depository. Make a log entry on the DA form 1594 stating why the real property master key ring was needed/used, and record the new seal serial number on the DA form 1594.”

Note: During an investigation of barracks thievery, this system allows the command to know when the real property master key ring was used, and confirms or denies if the real property master key ring was used or involved.

(e) The unit real property key custodian must be the Supply NCO.

(f) Real property key must be signed for from the S-4 to the unit real property key custodian.

(2) AA&E Key Custodian (see annex B, page B-8, para 8).